



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:
NASLEMINST 1626.3A
N05L

AUG 29 2001

NAS LEMOORE INSTRUCTION 1626.3A

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ASSIGNMENT OF COMMUNITY SERVICE PERSONNEL ABOARD THE NAVAL
AIR STATION

1. Purpose. To establish the policy and responsibilities for the proper handling of personnel assigned to the Naval Air Station (NAS) Community Service Work Program.
2. Cancellation. NASLEMINST 1626.3
3. Background. Through agreements with the local municipal court system, NAS receives, assigns, monitors and reports the completion of assigned community service for military and civilian personnel (to include but not limited to DoD civilians and dependents) who are found guilty of civilian offenses and assigned community service as a penalty.
4. Policy. All officer and enlisted personnel of NAS Lemoore, squadrons, and tenant activities who are assigned community service work will be placed under the control of the Commanding Officer of NAS.
5. Assignments
 - a. Upon initial assignment by the courts, the NAS Executive Officer or Staff Judge Advocate will assign all officer, enlisted and civilian personnel.
 - b. Upon initial assignment by the Executive Officer or Staff Judge Advocate, all personnel will report to the Station Detention Facility (Bldg. 861) for work assignments.
 - c. Work assignments will be for eight-hour days until the hours assigned are completed.
 - d. Personnel assigned will be provided the appropriate work attire.

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e. Workdays will commence and muster will be taken at 0700 and will terminate at 1600 daily.

5. Responsibilities

a. The Executive Officer or Staff Judge Advocate will meet with each individual assigned and then monitor all work assignments until completion of hours assigned.

b. The Chief Master at Arms (CMAA) or Assistant CMAA in the absence of the CMAA will:

(1) Maintain appropriate working uniforms and tools to support any and all work projects assigned.

(2) Monitor the hours assigned/hours worked, and sign off those hours appropriately at the end of each workday.

(3) Provide the Executive Officer via the Staff Judge Advocate as appropriate, weekly hours worked on each individual.

(4) Provide the Executive Officer via the Staff Judge Advocate with completion sheets of individuals assigned to perform community service work.

(5) Provide the Executive Officer via the Staff Judge Advocate the names of those personnel who refuse to comply with work assignments.


c. The Staff Judge Advocate will:

(1) Draft appropriate correspondence assigning personnel to the NAS Community Service Work Program.

(2) Provide copies of community service appointing letters to the local municipal courts.

(3) Report to the local municipal court or probation departments the refusal of or failure to meet assigned completion dates of all assigned community service personnel.

(4) Provide appropriate copies of correspondence to local municipal courts signifying the completion of community service.


JOHN V. STIVERS

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